

**ENCLOSURE A:**  
*AGENDA CONTENTS*  
1997 Fiscal Officer Training

***OVERALL AGENDA***  
Day One

**INTRODUCTORY SESSION**

**SESSION 1:** Institutional Responsibilities and Recordkeeping

**SESSION 2:** Audits and Financial Responsibility

**SESSION 3:** Financial Risk Ratios

**SESSION 4:** Managing Campus-Based Program Funds

**SESSION 5:** Cash Management

**PART 1 QUESTION AND ANSWER SESSION**

***OVERALL AGENDA***  
Day Two

**SESSION 6:** Refunds and Repayments

**SESSION 7:** Accounting Issues

**SESSION 8:** Grants Administration and Payments  
System, or GAPS

**SESSION 9:** Reauthorization and Other Current Issues

**PART 2 QUESTION AND ANSWER SESSION**

# ***DETAILED AGENDA***

## **INTRODUCTORY SESSION:**

- A. Overview of the Workshop
- B. Main Workshop Objectives
- C. Workshop Agenda
- D. Workshop Materials and Reference Sources

## **SESSION 1: Institutional Responsibilities and Recordkeeping:**

- A. General Responsibilities
  - 1. Institutional Eligibility
  - 2. Financial Responsibility
  - 3. Administrative Capability
  - 4. Separation of Functions
- B. Individual Office Responsibilities
  - 1. The Office of the President/CEO
  - 2. The Financial Aid Office
  - 3. The Business Office
  - 4. The Loan Collection Office
- C. Record Retention
  - 1. Program Records
  - 2. Fiscal Records
  - 3. Required Records for Administering Title IV Funds
  - 4. Minimum Length of Time Records Must Be Maintained
  - 5. Formats for Record Retention
  - 6. Access Requirements

## **SESSION 2: Audits and Financial Responsibility:**

- A. Overview of Recent Changes in Requirements
- B. Audit Changes and Requirements
  - 1. Separate Submission of Audited Financial Statement is Eliminated
  - 2. Compliance Audit and Audited Financial Statement
  - 3. Partial Audit may be Required
  - 4. Requirements for Foreign Schools
  - 5. Additional Disclosure Requirements for Proprietary Schools
  - 6. Close-Out Audits

- C. Financial Responsibility Changes and Requirements
  - 1. Current Standards for Financial Responsibility
  - 2. Refund Reserve Performance Exemption
- D. ED's New Approach to Institutional Oversight
  - 1. Case Management Process
  - 2. Risk Analysis Model
  - 3. Action Taken
  - 4. The New IPOS (Institutional Participation and Oversight Service in ED)

### **SESSION 3: Financial Risk Ratios:**

**Session contents not yet finalized.**

### **SESSION 4: Managing Campus-Based Program Funds:**

- A. Participation in the Campus-Based Programs
  - 1. The Funding Process
  - 2. Allocation of Funds
- B. Federal Perkins Loan Program
  - 1. Elimination of New NDSL Loans
  - 2. Sources of Perkins Loan Funds
  - 3. Level of Expenditure
  - 4. Expanded Lending Option
- C. Federal Work-Study Program
  - 1. FWS Funding
  - 2. Federal and Nonfederal Shares
  - 3. FWS Programs and Job Types
- D. Federal Supplemental Educational Opportunity Grant Program
- E. Administrative Cost Allowances
- F. Transfer and Carry Forward/Carry Back Provisions
- G. Case Study

Appendix: State Commissions for National and Community Service

## **SESSION 5:      Cash Management:**

### A. Requesting Funds

1. Payment Methods
2. Projecting Cash Needs
3. Drawing Down Funds
4. Special Program Circumstances

### B. Maintaining Funds

1. Bank Accounts
2. Interest Earnings

### C. Disbursing Funds

1. Payment Period Requirements
2. Definition of Disbursement
3. Methods of Disbursing and Delivering Funds to Students
4. Authorizations and Required Notices
5. Making Title IV Disbursements

### D. Returning Funds

1. Excess Cash
2. Deobligating Campus-Based Funds
3. Returning FFEL Program Funds

## **PART 1 QUESTION AND ANSWER SESSION:**

*Contents to be determined by trainers and trainees at each workshop.*

## **SESSION 6:      Refunds and Repayments:**

### A. Determining whether Refunds and Repayments are Required

1. Ineligible Recipient Versus Refund/Repayment
2. Situations Requiring Refund or Repayment Calculations

### B. Determining Which Refund Calculations must be Performed

1. When Pro Rata Refunds Apply
2. When Pro Rata Refunds Do Not Apply
3. State and Accrediting Agency Refunds

### C. Calculating Refunds and Repayments

1. Withdrawal Record
2. Calculating Refunds
3. Calculating Repayments
4. Allocating Refunds and Repayments

- D. Required Disclosures on School Refund and Repayment Policies
- E. Case Studies

**SESSION 7: Accounting Issues:**

- A. Case Study Financial Responsibility
  - 1. Financial statements and notes
  - 2. Financial Responsibility Issues
- B. Case Study 2: FWS Funding Calculations
  - 1. America Reads Initiative
  - 2. Community Service wages
- C. Case Study 3: FWS Funds Management
  - 1. Avoiding deobligation
- D. Case Study 4: FSEOG Funds Management
  - 1. Making more FSEOG funds available
- E. Case Study 5: Administrative Cost Allowance
  - 1. Calculating ACA
  - 2. Journal entries for ACA
- F. Case Study 6: Matching FSEOG Funds
  - 1. General ledger entries
- G. Case Study 7: General Ledger and Balance Sheet
  - 1. Perkins Loan accounting
  - 2. Entries in general ledger
  - 3. Effect on balance sheet
- H. Case Study 8: Drawing Down Federal Funds
  - 1. Disbursement timing
- I. Case Study 9: MEERS and ED/PMS Reporting
  - 1. Reconciling school accounts with MEERS and ED/PMS data

**SESSION 8: Grants Administration and Payments System:**

**Session contents not yet finalized.**

**SESSION 9: Reauthorization and Other Current Issues:**

- A. ED's Approach to Reauthorization
- B. The Hope and Opportunity for Postsecondary Education Act
- C. School Recertification
- D. New NSLDS Milestones
- E. Project EASI
- F. Single Identifier Initiative
- G. FAFSA on the Web

**PART 2 QUESTION AND ANSWER SESSION:**

*Contents to be determined by trainers and trainees at each workshop.*